Commission on Governmental Ethics and Election Practices
135 State House Station, Augusta, Maine 04333
(207)287-4179 Website: www.maine.gov/ethics

May 15, 2012
Traditionally Financed

2012 Primary Election Filing Reminder

Campaign Finance Reports Due

Report	Deadline	Report Period
11-Day Pre-Primary Report	Friday, June 1, 2012 by 11:59 p.m.	Beginning of campaign* through May 29, 2012
24-Hour Report	Within 24 hours of receiving a contribution of $1,000 or more or making a single expenditure of $1,000 or more. See inside for more information.	May 30 through June 12, 2012

** If a 2012 January Semiannual report was filed, the report period began on January 1, 2012.*

All candidates are required to file campaign finance reports — *except county candidates who submitted a reporting exemption request*. Reports are filed electronically using the Commission's E-Filing system. Even if you did not raise or spend any money, you are still required to file a report. The E-Filing system has an option for filing a "No Activity" report. If you submitted an E-filing waiver, you will file reports using paper forms that the Commission provided to you.*

To log into the E-Filing system:

- Go to the Commission's website: www.maine.gov/ethics.
- Click "Filer Login" on the left hand side of the screen.
- Enter your User Name/ID and password — which were emailed/mailed to you when you registered as a candidate. If you have misplaced your login information, please contact the Commission at your convenience and if possible *before* the filing deadline because we get very busy assisting candidates in filing their reports on the deadline.

To enter contributions, expenditures, loans, unpaid debts and file your report:

- Click the "11-Day Pre-Primary" report on your Home Page.
- On the "Report Menu" screen, check the appropriate box for the transactions you are entering (e.g., check "Schedule B Expenditures" and click "Add New Transactions" button located at the bottom of the page to enter expenditures).
- Save each transaction after you enter it. When your report is complete, click the "File Report" button at the bottom of the "Report Menu."
- Complete instructions for using the E-Filing system are on the Commission's website or you can request a copy to be mailed to you.

Remember Before Filing Your Report:

☐ Review the entire report to ensure accuracy. Use the "View Print" button on the Report Menu" screen (see E-Filing instructions). **See inside for a complete checklist.**

* For candidates filing on paper, the Commission's fax machine operates 24 hours a day. However, staff will be available only until 5:00 p.m. on 6/1/2012 to confirm receipt of a faxed report and to offer assistance and answer questions about filing reports.

Inside this issue:

Complete instructions for using the E-Filing system are on the Commission's website or you can request a copy to be mailed to you.

Questions? Call 207-287-4179

Need Information?
Start With the 2012 Candidate's Guide

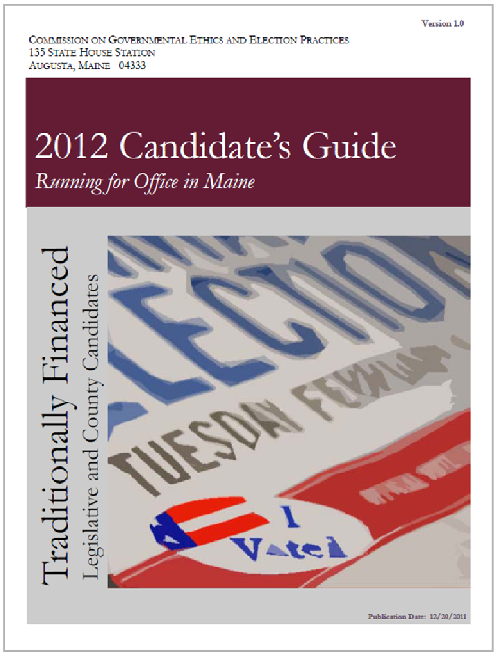
Not sure if you have to file a 24-Hour report — or have questions about the correct disclosure statement ("Paid for and authorized by…") for a sign — or if you can accept free services of a professional website designer? The 2012 Candidate's Guide is a good source for answering these questions!

When to File 24-Hour Reports. The Guide (pages 29-30) explains that the 24-hour reporting requirement applies to the 13-day period prior to the date of the election, which includes two weekends. For the June 2012 primary election, the period begins on May 30, 2012.

Reports are filed electronically and must be filed within 24-hours of receiving a single contribution of $1,000 or more or making a single expenditure of $1,000 or more. The term "expenditure" includes "obligations" like the placement of an order, a promise or agreement that a payment will be made, the signing of a contract, and the delivery of a good/service even if payment was not made.

Acceptable Disclosure Statements: "Paid for and authorized by…" Refer to pages 21-23 of the Guide for examples of acceptable disclosure statements. Some items are exempt from the disclosure requirement because of their size. Please call the Commission for guidance about these types of exempt items.

Free Professional Services Provided by Volunteers. An individual may volunteer professional services (e.g., legal services or graphic design) to a campaign at no charge *as long as the individual is not being compensated* by an employer or other person for their services (see page 11 of the Guide). Volunteered professional services do not count as in-kind contributions. One question to ask the volunteer is: "Are you being paid or compensated when you are working on the campaign?"



See the 2012 Candidate Guide for information on:

When to File 24-Hour Reports
Pages 29-30

Acceptable Disclosure Statements: "Paid for and authorized by…"
Pages 21-23

Free Professional Services Provided by Volunteers
Page 11

Commission staff are always available to answer your questions:
Monday through Friday
8:00 a.m. through 5:00 p.m.
207-287-4179

Filing Checklist

When Filing Your Report Remember:

- ☐ When making reimbursements to supporters and volunteers, obtain the vendor invoice and copy of payment documentation (e.g., copy of check written by supporter or copy of credit card statement) *before* making the reimbursement. This is required documentation.
- ☐ Purchases made by supporters and volunteers during the 11-Day Pre-Primary Report period should be reimbursed by the end of the report period (on or by May 29, 2012). Otherwise, they should be reported as unpaid debts.
- ☐ If you used your own funds to pay for goods or services, report it as an in-kind contribution (Schedule A-1) or as a cash contribution for the amount you paid (Schedule A) and also as an expenditure (Schedule B).
- ☐ Review the entire report to ensure accuracy. Use the "View Print" button on the "Report Menu" screen (see E-Filing instructions). You must disclose all of your financial activity and report it accurately.
- ☐ Click the "File Report" button before the deadline — 6/1/2012 by 11:59 p.m. After filing your report, go to your Home Page to check the status of your report. The status will display as "Filed."

Unspent Primary Election Contributions

After the primary election, any unspent primary election contributions remaining in the campaign account may be used for the general election. If your campaign received contributions for the general election before the primary, the general election contributions are required to be segregated from the primary election contributions in a separate bank account. After the primary election, you can combine the contributions you received for both elections into a single account.

If you do not win in the primary election, please contact the Commission for guidance on what to do with contributions you received for the general election.

All contributions for the general election that you receive before the primary election must be deposited in a separate account and may not be used for the primary election.

Reporting Occupation and Employer Information

You and your treasurer are required to report the occupation and employer of contributors giving you more than $50.

Many campaigns make it standard procedure to ask the contributor for this information when the contribution is made. Some campaigns include this request on fundraising letters/forms.

You and your treasurer are required to make a good faith effort to obtain the contributor's occupation and employer information. If the employment information has been requested but not obtained when you file the report, you may enter "**Information Requested**" in the occupation/employer column of the report. You should amend your report when you get the information.

Reporting Reimbursements Correctly

When reporting a reimbursement to a candidate, campaign worker or volunteer on Schedule B, the name of the payee is the name of the vendor from which the goods/services were obtained, not the person who was reimbursed.

See example below.

SCHEDULE B – EXPENDITURES

ENTERING A REIMBURSEMENT IN THE ELECTRONIC FILING SYSTEM

Date Expenditure Made:	5/12/2012 **From: 1/1/2012 to 5/29/2012**
Select Type:	(•) **Business/Committee** ( ) **Individual**
Select:	(•) **Add New Payee** ( ) **See List of Payees**
Name of Payee:	USPS
Expenditure Type:	POS---Postage for U.S. Mail
Remarks:	**200 stamps purchased by Alice Hamilton; reimbursed on 5/17/2012**
Expenditure Amount:	84.00

Save | Reset | Report Menu

"Date Expenditure Made" *is the date of the purchase - not the date of the reimbursement.*

*"**Name of Payee"** is the vendor as found on the receipt - not the person receiving the reimbursement.*

"Expenditure Type" *is selected from the list; for the example above, it is "POS."*

*"**Remarks"** should include the name of the person who was reimbursed and the date of the reimbursement.*

"Expenditure Amount" *is the amount found on the receipt - which is the amount reimbursed.*

REMINDER!

11-Day Pre-Primary Report Deadline:
June 1, 2012 by 11:59 p.m.

Mailing Label

Inside:
Important Reminder!
Tips to Help with Reports!

COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
Location: 45 Memorial Circle,
Augusta, Maine
Mailing: 135 State House Station
Augusta, Maine
04333-0135

POSTAGE